



WASHOE COUNTY

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CM/ACM _____

Budget N/A

DA _____

Comptroller. N/A

HR N/A

Other N/A

STAFF REPORT

BOARD MEETING DATE: June 9, 2015

DATE: May 27, 2015
TO: Board of County Commissioners
FROM: Al Rogers, Management Services Director
(775) 328-2017, arogers@washoecounty.us

THROUGH: John Slaughter, County Manager

SUBJECT: Discussion and possible approval of updated Citizen Advisory Board by-laws and updated resolutions to enact changes to Constituent Services programs for fiscal year 2016 [Net Zero Impact]. (All Commission Districts)

SUMMARY

Discussion and possible approval of updated Citizen Advisory Board by-laws and resolutions to enact changes to the Constituent Services programs for fiscal year 2016 per discussion of the Board of County Commissioners at the May 12, 2015 regularly scheduled meeting.

Washoe County Strategic Objective supported by this item: Sustainability of our financial, social and natural resources.

PREVIOUS ACTION

May 12, 2015. Board approved CAB structure for FY 2015-2016, program changes and a community forum program.

April 14, 2015. Board direction to staff on the Citizen Advisory Board program structure.

December 17, 2014. Board approval to amend membership to the Warm Springs CAB.

October 14, 2014. Board approval to increase East Truckee Canyon membership to 5 members and 2 alternates.

July 9, 2013. Board approval of the second reading Washoe County Code Chapter 5.429 amendments.

June 25, 2013. First reading Washoe County Code Chapter 5.429 amendments changing the methods of recruitment and appointment of members, changing the method of filling vacancies, creating alternatives for the selection of officers, eliminating the office of secretary-treasurer, changing the terms of office of members

June 11, 2013. Board initiated proceedings to amend Washoe County Code, Chapter 5.

May 23, 2013. Board action to create 9 Citizen Advisory Boards replacing the previous 15 (1 inactive) boards.

April 23, 2013. Continuation of April 9 discussion and direction to staff to bring back 9 Citizen Advisory Boards for consideration.

April 9, 2013. Continuation of March 26, 2013 County Commission discussion on Citizen Involvement Revitalization Project specific to proposed advisory board structure and general direction for creation of up to nine advisory boards.

March 26, 2013. Report of Citizen Involvement Revitalization Project results, options for improvement for citizen involvement and proposed advisory board structure.

January 8, 2013. Status report to the Washoe County Board of Commissioners.

December 11, 2012. Board action to continue the Citizen Involvement Revitalization Project through March 31, 2013.

June 26, 2012. Board action to hold community forums in Citizen Advisory Board (CAB) areas in order to gather feedback on improvements to citizen involvement.

June 12, 2012. Board action to implement the Citizen Involvement Revitalization Project.

June 22, 2010. Board action to separate West Truckee Meadows and Verdi CABs.

June 9, 2009. Board action to suspend the Central CAB and recommend merging Verdi and West Truckee Meadows CAB (Approved 6/23/2009).

May 23, 2008. Board action to decrease the number of CAB meetings from every month to every other month for a net decrease in costs of \$54,906.12.

July 8, 2008. Board action to merge Cold Springs and North Valleys CAB.

BACKGROUND

The Office of the County Manager and Constituent Services program provides the direct link between County Commissioners and the County Manager to citizens of Washoe County. The program endeavors to promote superior customer responsiveness and two-way communication about County issues and programs between County Commissioners, staff and citizens. Constituent Services programs include opportunities for neighborhood level discussions including Citizen Advisory Boards (CABs) and District Community Meetings/Community Forums. Changes to Constituent Services programs for fiscal year 2015 -2016 are intended to improve Citizen Relationship Management in Washoe County while addressing concerns of elected officials and residents.

Citizen Advisory Board program for FY 2015-2016 includes 7 active and 2 inactive Citizen Advisory Boards scheduled to meet 42 times annually.

Program changes for the Citizen Advisory Board in FY 2015-2016 include:

- Focusing CAB meetings on planning and development projects and redirecting updates, topical discussions to District Community Meetings/Forums in order to reduce CAB meeting length and improve meeting accessibility to busy community members and families. Goal is to reduce 3-4 hour meetings and continue to address issues of interest to the community at separate forums.
- Establishing common meeting parameters to improve meeting efficiency, reduce length, and standardized expectations for presenters. Specifically two (2) hour meeting time limits, meeting start times no later than 6 p.m., eliminating updates, standardizing agendas, standardizing membership to 5 members and 2 alternates, standardizing agenda items to allow boards to provide community recommendations on projects, limiting discussions at meetings to issues that Washoe County has jurisdiction, and improving access to technology to facilitate community discussions. This would be dependent on incorporating additional community meetings to provide another neighborhood level opportunity for discussing community issues by District.

- Adjust agenda creation and distribution process to include final approval and distribution of the CAB agendas as a responsibility of Washoe County Constituent Services staff. The final agenda reflects Washoe County and must represent the professional nature of the organization for both regional stakeholders, elected officials, presenters, members and attendees. Staff responsibility is to ensure that the final meeting agenda reflects the purpose of the CAB, honors stakeholders, provides comprehensive review of issues involved meets legal requirements and direction of the County Commission as a whole.

The Washoe County Citizen Advisory Board program purpose, intent, and structure are established by direction of the Board of County Commissioners. To implement the board's direction, changes in geographic boundaries, purpose or composition required updates to the resolutions creating the Citizen Advisory Boards. The attached amendments to Citizen Advisory Board resolutions include changes to reflect the direction of the Board on May 12, 2015 listed above and include:

- Purpose of the Citizen Advisory Board to focus on land-use, planning, and development and related concerns within Washoe County's jurisdiction.
- Standardized membership of 5 at-large members and 2 at-large alternates.

The Washoe County Citizen Advisory Boards were recreated on April 13, 2013 per direction of the Washoe County Board of County Commissioners. Modeled after the previous by-laws, the attached by-laws take into direction from the Board of County Commissioners meeting May 12, 2015 and include:

- Purpose of the Citizen Advisory Board to focus on land-use, planning, and development and related concerns within Washoe County's jurisdiction.
- Clarification on agenda, minutes and memo process to include final approval and distribution of Citizen Advisory Board agendas as the responsibility of Office of the County Manager staff.
- Establishment of annual total meetings by the Washoe County Board of County Commissioners.
- Requirement that each Citizen Advisory Board begin no later than 6 p.m. and last approximately two (2) hours.
- Clarification that special meetings are intended to address emerging planning and development issues within the geographic boundary of the CAB and Washoe County's jurisdiction.
- Clarification of the Office of the County Manager as the CAB project manager and related administrative language changes.
- Adopted language from the CAB handbook noting CAB members will present ideas to County agencies and Commissioners. Correspondence as a CAB to outside agencies must be completed through County Commissioner.

The Washoe County Constituent Services Team hosted a workshop with Citizen Advisory Board members on May 27, 2015. Information on the discussion will be provided to County Commissioners during the presentation at the June 9, 2015 meeting.

Staff anticipates updating the County handbook in June in preparation for training and the new fiscal year for the Citizen Advisory Board program.

FISCAL IMPACT

No fiscal impact

RECOMMENDATION

Recommendation to approve the updated Citizen Advisory Board by-laws and updated resolutions to enact changes to Constituent Services programs for fiscal year 2016.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be "move to approve the updated Citizen Advisory Board by-laws and updated resolutions to enact changes to Constituent Services programs for fiscal year 2016."

RESOLUTION

WHEREAS, The Incline Village Crystal Bay Citizen Advisory Board was formed by the Board of County Commissioners on March 17, 1975 to act in an advisory and liaison capacity with respect to governing the affairs of the Incline Village Crystal Bay area and re-established by the Board of County Commissioners on June 17, 1980 and April 23, 2013; and

WHEREAS, The Washoe County Commission directed on May 12, 2015 to enact changes to the Citizen Advisory Board program that addresses the purpose of the program as an avenue to discuss neighborhood planning and development within Washoe County's jurisdiction; and

WHEREAS, The Washoe County Commission directed that membership of Citizen Advisory Boards be standardized to five at-large members and two at-large alternates representing in its entirety to the greatest extent possible, the entire CAB geographic area; and

WHEREAS, The County Commissioner representing Commission District 1 desires that the membership of the Incline Village Crystal Bay Citizen Advisory Board be amended to consist of all at-large alternate positions eliminating appointments to specific membership positions; now, therefore, be it

RESOLVED, BY THE BOARD OF COMMISSIONERS OF WASHOE COUNTY, NEVADA, That the Incline Village Crystal Bay Citizen Advisory Board be restructured, as amended in the following paragraph, under the authority of Washoe County Code Section 5.429; and be it further

RESOLVED, That the purpose of the Incline Village Crystal Bay Citizen Advisory Board is to provide feedback and two-way discussion between the community and elected officials on land-use, planning, proposed development and related concerns within Washoe County's jurisdiction; and be it further

RESOLVED, That the membership of the Incline Village Crystal Bay Citizen Advisory Board is amended to consist five at-large positions and 2 at-large alternates will be appointed to the extent reasonably possible with consideration given to equable geographical representation within the Citizen Advisory Board area; and be it further

RESOLVED, That this amendment to the membership of the Incline Village Crystal Bay Citizen Advisory Board become effective the date this Resolution is adopted.

ADOPTED this 9 day of June, 2015.

Marsha Berkbigler, Chairman

ATTEST:

Washoe County Clerk

RESOLUTION

WHEREAS, The West Truckee Meadows Citizen Advisory Board was formed by the Board of County Commissioners on May 22, 1990 to act in an advisory and liaison capacity with respect to governing the affairs of West Truckee Meadows area and re-established by the Board of County Commissioners on April 23, 2013; and

WHEREAS, The Washoe County Commission directed on May 12, 2015 to enact changes to the Citizen Advisory Board program that addresses the purpose of the program as an avenue to discuss neighborhood planning and development within Washoe County's jurisdiction; now, therefore, be it

RESOLVED, BY THE BOARD OF COMMISSIONERS OF WASHOE COUNTY, NEVADA, That the West Truckee Meadows Citizen Advisory Board be restructured, as amended in the following paragraph, under the authority of Washoe County Code Section 5.429; and be it further

RESOLVED, That the purpose of the West Truckee Meadows Citizen Advisory board is to provide feedback and two-way discussion between the community and elected officials on land-use, planning, proposed development and related concerns within Washoe County's jurisdiction; and be it further

RESOLVED, That this amendment to the purpose of the West Truckee Meadows Citizen Advisory Board become effective the date this Resolution is adopted.

ADOPTED this **9th** day of **June, 2015**.

Marsha Berkbigler, Chairman

ATTEST:

Washoe County Clerk

RESOLUTION

WHEREAS, The South Truckee Meadows Washoe Valley Citizens Advisory Board was formed by the Board of County Commissioners on April 23, 2015 to act in an advisory and liaison capacity with respect to governing the affairs of Washoe County Commission District 2; and

WHEREAS, The Washoe County Commission directed on May 12, 2015 to enact changes to the Citizen Advisory Board program that addresses the purpose of the program as an avenue to discuss neighborhood planning and development within Washoe County's jurisdiction; and

WHEREAS, The Washoe County Commission directed that membership of Citizen Advisory Boards be standardized to five at-large members and two at-large alternates representing in its entirety to the greatest extent possible, the entire CAB geographic area; now, therefore, be it

RESOLVED, BY THE BOARD OF COMMISSIONERS OF WASHOE COUNTY, NEVADA, That the South Truckee Meadows Washoe Valley Citizen Advisory Board be restructured, as amended in the following paragraph, under the authority of Washoe County Code Section 5.429; and be it further

RESOLVED, That the purpose of the South Truckee Meadows Washoe Valley Citizen Advisory Board is to provide feedback and two-way discussion between the community and elected officials on land-use, planning, proposed development and related concerns within Washoe County's jurisdiction; and be it further

RESOLVED, That the membership of the South Truckee Meadows Washoe Valley Citizen Advisory Board is amended to consist five (5) at-large positions and two (2) at-large alternates will be appointed to the extent reasonably possible with consideration given to equable geographical representation within the Citizen Advisory Board area; and, be it further

RESOLVED, That membership will be reduced by attrition maintaining vacant positions until membership can be reduced by odd numbers to the established size; and, be it further

RESOLVED, that this amendment to the membership of the South Truckee Meadows Washoe Valley Citizen Advisory Board become effective the date this Resolution is adopted.

ADOPTED this 9 day of June, 2015.

Marsha Berkbigler, Chairman

ATTEST:

Washoe County Clerk

RESOLUTION

WHEREAS, The Sun Valley Citizen Advisory Board was formed by the Board of County Commissioners on October 28, 1980 to act in an advisory and liaison capacity with respect to governing the affairs of Sun Valley area and re-established by the Board of County Commissioners on April 23, 2013; and

WHEREAS, The Washoe County Commission directed on May 12, 2015 to enact changes to the Citizen Advisory Board program that addresses the purpose of the program as an avenue to discuss neighborhood planning and development within Washoe County's jurisdiction; now, therefore, be it

RESOLVED, BY THE BOARD OF COMMISSIONERS OF WASHOE COUNTY, NEVADA, That the Sun Valley Citizen Advisory Board be restructured, as amended in the following paragraph, under the authority of Washoe County Code Section 5.429; and be it further

RESOLVED, That the purpose of the Sun Valley Citizen Advisory board is to provide feedback and two-way discussion between the community and elected officials on land-use, planning, proposed development and related concerns within Washoe County's jurisdiction; and be it further

RESOLVED, That this amendment to the purpose of the Sun Valley Citizen Advisory Board become effective the date this Resolution is adopted.

ADOPTED this 9th day of June, 2015.

Marsha Berkbigler, Chairman

ATTEST:

Washoe County Clerk

RESOLUTION

WHEREAS, East Truckee Canyon Citizen Advisory Board was reestablished by the Board of County Commissioners on April 23, 2015 to act in an advisory and liaison capacity with respect to governing the affairs of Washoe County Commission District 4; and

WHEREAS, The Washoe County Commission directed on May 12, 2015 to enact changes to the Citizen Advisory Board program that addresses the purpose of the program as an avenue to discuss neighborhood planning and development within Washoe County's jurisdiction; now, therefore, be it

RESOLVED, BY THE BOARD OF COMMISSIONERS OF WASHOE COUNTY, NEVADA, That the East Truckee Canyon Citizen Advisory Board be restructured, as amended in the following paragraph, under the authority of Washoe County Code Section 5.429; and be it further

RESOLVED, That the purpose of the East Truckee Canyon Citizen Advisory Board is to provide feedback and two-way discussion between the community and elected officials on land-use, planning, proposed development and related concerns within Washoe County's jurisdiction; and be it further

RESOLVED, That this amendment to the purpose of the East Truckee Canyon Citizen Advisory Board become effective the date this Resolution is adopted.

ADOPTED this 9 day of June, 2015.

Marsha Berkbigler, Chairman

ATTEST:

Washoe County Clerk

RESOLUTION

WHEREAS, The Spanish Springs Citizens Advisory Board was formed by the Board of County Commissioners on October 11, 1983 and recreated on April 23, 2015 to act in an advisory and liaison capacity with respect to governing the affairs of Washoe County Commission District 4; and

WHEREAS, The Washoe County Commission directed on May 12, 2015 to enact changes to the Citizen Advisory Board program that addresses the purpose of the program as an avenue to discuss neighborhood planning and development within Washoe County's jurisdiction; now, therefore, be it

RESOLVED, BY THE BOARD OF COMMISSIONERS OF WASHOE COUNTY, NEVADA, That the Spanish Springs Citizen Advisory Board be restructured, as amended in the following paragraph, under the authority of Washoe County Code Section 5.429; and be it further

RESOLVED, That the purpose of the Spanish Springs Citizen Advisory Board is to provide feedback and two-way discussion between the community and elected officials on land-use, planning, proposed development and related concerns within Washoe County's jurisdiction; and be it further

RESOLVED, that this amendment to the membership of the Spanish Springs Citizen Advisory Board become effective the date this Resolution is adopted.

ADOPTED this 9 day of June, 2015.

Marsha Berkbigler, Chairman

ATTEST:

Washoe County Clerk

RESOLUTION

WHEREAS, The Warm Springs/Rural Citizen Advisory Board was formed by the Board of County Commissioners on May 22, 1980 to act in an advisory and liaison capacity with respect to governing the affairs of Warm Springs/Rural area and re-established by the Board of County Commissioners on April 23, 2013; and

WHEREAS, The Washoe County Commission directed on May 12, 2015 to enact changes to the Citizen Advisory Board program that addresses the purpose of the program as an avenue to discuss neighborhood planning and development within Washoe County's jurisdiction; now, therefore, be it

RESOLVED, BY THE BOARD OF COMMISSIONERS OF WASHOE COUNTY, NEVADA, That the Warm Springs/Rural Citizen Advisory Board be restructured, as amended in the following paragraph, under the authority of Washoe County Code Section 5.429; and be it further

RESOLVED, That the purpose of the Warm Springs/Rural Citizen Advisory Board is to provide feedback and two-way discussion between the community and elected officials on land-use, planning, proposed development and related concerns within Washoe County's jurisdiction; and be it further

RESOLVED, That this amendment to the purpose of the Warm Springs/Rural Citizen Advisory Board become effective the date this Resolution is adopted.

ADOPTED this 9th day of June, 2015.

Marsha Berkbigler, Chairman

ATTEST:

Washoe County Clerk

RESOLUTION

WHEREAS, The North Valleys Citizens Advisory Board was formed by the Board of County Commissioners on July 13, 1982 and recreated on April 23, 2015 to act in an advisory and liaison capacity with respect to governing the affairs of Washoe County Commission District 5; and

WHEREAS, The Washoe County Commission directed on May 12, 2015 to enact changes to the Citizen Advisory Board program that addresses the purpose of the program as an avenue to discuss neighborhood planning and development within Washoe County's jurisdiction; and

WHEREAS, The Washoe County Commission directed that membership of Citizen Advisory Boards be standardized to five at-large members and two at-large alternates representing in its entirety to the greatest extent possible, the entire CAB geographic area; now, therefore, be it

RESOLVED, BY THE BOARD OF COMMISSIONERS OF WASHOE COUNTY, NEVADA, That the North Valleys Citizen Advisory Board be restructured, as amended in the following paragraph, under the authority of Washoe County Code Section 5.429; and be it further

RESOLVED, That the purpose of the North Valleys Citizen Advisory Board is to provide feedback and two-way discussion between the community and elected officials on land-use, planning, proposed development and related concerns within Washoe County's jurisdiction; and be it further

RESOLVED, That the membership of the North Valleys Citizen Advisory Board is amended to consist five (5) at-large positions and two (2) at-large alternates will be appointed to the extent reasonably possible with consideration given to equable geographical representation within the Citizen Advisory Board area; and, be it further

RESOLVED, That membership will be reduced by attrition maintaining vacant positions until membership can be reduced by odd numbers to the established size; and, be it further

RESOLVED, that this amendment to the membership of the North Valleys Citizen Advisory Board become effective the date this Resolution is adopted.

ADOPTED this 9 day of June, 2015.

Marsha Berkbigler, Chairman

ATTEST:

Washoe County Clerk

RESOLUTION

WHEREAS, The Verdi Citizen Advisory Board was formed by the Board of County Commissioners on May 19, 1981 to act in an advisory and liaison capacity with respect to governing the affairs of Verdi area and re-established by the Board of County Commissioners on April 23, 2013; and

WHEREAS, The Washoe County Commission directed on May 12, 2015 to enact changes to the Citizen Advisory Board program that addresses the purpose of the program as an avenue to discuss neighborhood planning and development within Washoe County's jurisdiction; now, therefore, be it

RESOLVED, BY THE BOARD OF COMMISSIONERS OF WASHOE COUNTY, NEVADA, That the Verdi Citizen Advisory Board be restructured, as amended in the following paragraph, under the authority of Washoe County Code Section 5.429; and be it further

RESOLVED, That the purpose of the Verdi Citizen Advisory Board is to provide feedback and two-way discussion between the community and elected officials on land-use, planning, proposed development and related concerns within Washoe County's jurisdiction; and be it further

RESOLVED, That this amendment to the purpose of the Verdi Citizen Advisory Board become effective the date this Resolution is adopted.

ADOPTED this 9th day of June, 2015.

Marsha Berkgigler, Chairman

ATTEST:

Washoe County Clerk



WASHOE COUNTY

CITIZEN ADVISORY BOARDS

BYLAWS¹

ARTICLE 1

General

1. Citizen Advisory Boards are established by the Washoe County Commission to represent residents of Washoe County in designated geographical areas. Citizen Advisory Boards provide information and recommendations to the Washoe County Commission and to other appointed Washoe County Boards and Commissions. Within their respective geographic area of responsibility, Citizen Advisory Boards:
 - a. Provide advice on planning, land-use, permitting, and building;
 - b. Represent the views and concerns of citizens in a fair and equitable manner;
 - c. Serve as a liaison between the citizens of Washoe County and the County Commissioners; and,
 - d. Disseminate information to the citizens on issues of concern.
2. Citizen Advisory Board members and alternates should strive to keep the citizens within their geographic areas of responsibility informed of their actions. Information provided to the Citizen Advisory Boards should be disseminated by the advisory board members and alternates to the citizens to the maximum extent possible.
3. Citizen Advisory Boards act in an advisory capacity only. Issues of concern noted by the Citizen Advisory Board shall be presented to the appropriate Washoe County board, commission, department, or agency either in writing or at a public hearing.
 - a. A record of Citizen Advisory Boards issues, matters of concern and benefits discussed during advisory board meetings shall be completed and provided to the appropriate Washoe County board, commission, department, or agency.
 - b. The advisory boards' primary efforts are on gathering and providing adequate information to Washoe County government. The advisory board may decide to provide a recommendation of approval or denial.
 - c. Members and alternates are required to attend mandatory orientation training sessions including open meeting law within six months of appointment. Failure to comply with this requirement may result in automatic removal from the Citizen Advisory Board.
4. The Washoe County Manager's Office provides membership, record keeping, agenda and minutes oversight, and budget for all Citizen Advisory Boards. Citizen Advisory

¹ The standard set of Washoe County CAB bylaws were adopted by the Washoe County Commission on May 24, 1994. The bylaws were subsequently amended by the Washoe County Commission on July 19, 1994; on September 16, 1997; on April 14, 1998; on September 28, 2004; for Citizen Advisory Boards. Adopted on June 9, 2015, this set of by-laws were modeled after previous by-laws for CABs established in July 2013.

Boards should contact the appropriate staff member if a question arises in these areas of support. A copy of all correspondence to and from an advisory board, audiotapes taken during a meeting, and items submitted for the public record during a meeting will be provided to the Office of the County Manager for public record filing.

ARTICLE 2

Representation

1. Citizen Advisory Board members and alternates must reside within the geographic area of responsibility for their advisory board. Citizen Advisory Board members and alternates must also be registered to vote, if eligible, within Washoe County; this requirement may be waived on a case-by-case basis by the Washoe County Commission at the time of a member's or alternate's appointment to a Citizen Advisory Board.
2. Applicants for a Citizen Advisory Board position must disclose their status as a registered voter and any prior criminal convictions at the time of application or reapplication. Such information will be reviewed by the County Commissioner when considering the applicant for appointment.
3. Vacancies on a Citizen Advisory Board will be filled according to Washoe County Code Sections 5.429(5) & (6) and the applicable rule within the latest *Rules and Procedures for the Washoe County Board of Commissioners*.

ARTICLE 3

Removal from a Citizen Advisory Board

1. Any Citizen Advisory Board member who has three consecutive unexcused absences from regular advisory board meetings will be automatically removed from membership on the advisory board under the provisions of Washoe County Code Section 5.429(5). The Chair of the Citizen Advisory Board will notify the Washoe County Commission, through the Office of the County Manager, when a member is subject to removal based on unexcused absences. The Washoe County Commissioner will then take appropriate actions to notify the removed member and to appoint a new member to fill the vacant seat.
2. The Washoe County Commission may remove a Citizen Advisory Board member or alternate under the provisions of Washoe County Code Section 5.430. Concerns about the conduct or performance of a Citizen Advisory Board member or alternate should be discussed directly with the County Commissioner(s) whose district(s) the Citizen Advisory Board represents. Any County Commissioner may place an item to consider removal of a Citizen Advisory Board member or alternate on the Washoe County Commission agenda. The agenda item may include a closed session pursuant to the provisions of NRS 241.033.

ARTICLE 4

Meetings

1. Each CAB should meet according to established annual number of meetings by the Board of County Commissioners. Meetings will be noticed and conducted in accordance with the Nevada State Open Meeting Law (NRS Chapter 241). The meeting place will be at a location accessible to the general public and, pursuant to the Americans with

- Disability Act, will accommodate people with disabilities. These meetings should be conducted in a publicly owned building in or near their geographic area of responsibility.
2. For public convenience, each Citizen Advisory Board will schedule its meeting for the same day of week and time for each meeting. The meeting place should also be at the same location each meeting; however, the Citizen Advisory Board may move the meeting place to encourage community/neighborhood attendance for a specific meeting.
 3. Each Citizen Advisory Board meeting will begin no later than 6 p.m. and extend approximately two hours.
 4. Each Citizen Advisory Board will work with the Office of the County Manager to prepare an agenda and provide minutes from its meeting to the Washoe County Commissioner and for the public record. The agenda and minutes will be prepared in a format approved by the Washoe County District Attorney's Office and in accordance with the Nevada State Open Meeting Law (NRS Chapter 241).
 5. When a Citizen Advisory Board desires to make a permanent change to its regular meeting date and/or time, then the following process will be followed:
 - a. The Citizen Advisory Board will announce the intent and reason for the change as an agenda item during a regular meeting. The Citizen Advisory Board will notify the Washoe County Commissioner by letter of the intent and reason.
 - b. At the next regular meeting, the Citizen Advisory Board will schedule an agenda item to vote on the proposed change. The results of this vote will be sent to the Washoe County Commissioner by letter.
 - c. Unless notified differently by the Washoe County Commissioner(s) whose district(s) the Citizen Advisory Board represents, the Citizen Advisory Board will implement the change during the third meeting in this process.
 6. Special meetings of a Citizen Advisory Board may be called by the Washoe County Office of the County Manager, Chair, by a majority of the Citizen Advisory Board members, or by the Washoe County Commissioner. Special meetings will be noticed according to the Nevada State Open Meeting Law (NRS Chapter 241). Special meetings will only address emerging issues within the CABs purpose and geographic boundary, and, also within Washoe County's jurisdiction.
 7. Joint meetings between a Citizen Advisory Board and the Washoe County Commission or other boards and commissions may be held when requested by the Office of the County Manager, Chair of the Citizen Advisory Board, the Washoe County Commissioner, staff or the other board or commission.

ARTICLE 5

Quorum and Attendance

1. A simple majority of Citizen Advisory Board members constitutes a quorum for the transaction of business. Alternates do not count towards a quorum unless designated to fill an absent member's seat for the meeting by the Chair or an officer of the Citizen Advisory Board. A simple majority of the quorum is sufficient to carry any action item.
2. Citizen Advisory Board members and alternates are expected to attend all regular meetings. The Chair may excuse members or alternates who are unable to attend a regular or special Citizen Advisory Board meeting. Attendance at regular or special

Citizen Advisory Board meetings, to include excused or unexcused absences, will be recorded within the minutes from the meeting.

ARTICLE 6

Recommended Order of Business

1. Citizen Advisory Boards must follow a standard order of business to adhere to the Nevada State Open Meeting Law (NRS Chapter 241) and for public convenience. Citizen Advisory Board meeting format will be provided by the Office of the County Manager and approved by the District Attorney.

ARTICLE 7

Officers

1. Citizen Advisory Boards shall elect from its membership the following officers: Chair, Vice-Chair. A person may not hold more than one office at a time. All officers are voting members.
2. Election of officers will be held annually or as vacancies occur. Election of officers shall be held during a regular Citizen Advisory Board meeting. The term of office for each officer will be one year from the date of election or until the next annual election. Annual election of officers shall be completed by October 1st of each year. Newly elected officers will assume office immediately upon election.
 - a. In the event a vacancy is created during an officer's term, the Citizen Advisory Board will conduct a special election to fill the vacancy at their next regular meeting.
3. The **Chair** is responsible for the following duties:
 - a. Chair all Citizen Advisory Board meetings;
 - b. Request a special meeting of the Citizen Advisory Board on emerging issues within the CAB geographic boundary, Washoe County jurisdiction, and after appropriate prior public notice;
 - c. Appoint all committees in accordance with Article 10 of these bylaws;
 - d. Excuse members or alternates from attending a Citizen Advisory Board meeting;
 - e. Review the agenda for publication. The Chair shall coordinate with designated County staff and their delegates to prepare a draft agenda for review;
 - g. Approve correspondence initiated by the Citizen Advisory Board and prepared by staff delegates prior to the mailing of such correspondence to the Washoe County Commission or to Washoe County boards, commissions, departments, or agencies;
 - h. Represent the Citizen Advisory Board at public hearings before the Washoe County Commission or other County boards or commissions. In the event that the Chair is unable to appear, the Chair may designate an alternate representative with the consent of the other members of the Citizen Advisory Board; and,

- i. Attend CAB Leadership Meetings and required trainings hosted by Washoe County.
4. The **Vice-Chair** is responsible for the following duties:
 - a. Assume the duties of the Chair in the absence of the Chair; and
 - b. Perform other duties as assigned by the Chair.
 - c. Attend CAB Leadership Meetings and required trainings hosted by Washoe County.
5. Washoe County provides professional recording services for the Citizen Advisory Boards. The recording secretary will prepare draft agendas in coordination with the Chair and staff. The Washoe County Office of the County Manager will finalize the agenda and publish according to open meeting law (NRS Chapter 241). The recording services will provide an audio-record and prepare minutes for each Citizen Advisory Board meeting. Washoe County is the official public records repository for the CAB agendas and minutes in accordance with Nevada Open Meeting Law.

ARTICLE 8

Correspondence

1. Correspondence from the Citizen Advisory Board to County Commissioner or staff is created by the recording service. The recorder creates the document (either in memo or letter form) based on public discussion and approval of the Citizen Advisory Board. The letter or memo is addressed to County Commissioner or Washoe County staff.
2. Any correspondence representing the Citizen Advisory Board shall be signed by the Chair, by the recording services on behalf of the Chair, or in that officer's absence, any other officer of the advisory board. The recording secretary may sign correspondence on behalf of the Chair only with the Chair's permission and when the Chair is unable to sign personally.
3. Correspondence for the Citizen Advisory Board shall be directed to either the Chair or to the Washoe County Office of the County Manager, P.O. Box 11130, Reno, NV 89520-0027
4. The Citizen Advisory Board Chair, or delegate, may represent the vote of the Citizen Advisory Board addressed at a public meeting before a Washoe County body only. Communication and concerns regarding other agencies should be directed to County Commissioner.

ARTICLE 9

Budget

1. Washoe County Manager's Office shall maintain the budget for all Citizen Advisory Boards.

ARTICLE 10

Committees

1. The Chair of the Citizen Advisory Board may appoint, with the concurrence of the rest of the advisory board, the following committees:
 - a. Standing committees (comprised of advisory board members) as are required to carry out the business of the Citizen Advisory Board; and
 - b. Ad hoc committees, whenever the need arises, provided that the duties, scope of authority and length of duration of such committees are clearly specified at the time of their appointment. Ad hoc committees are subject to the following constraints:
 1. The Washoe County Commissioner will be notified of the ad hoc committee's duties, scope of authority, length of duration and membership;
 2. A member and/or alternate of the Citizen Advisory Board shall serve on each ad hoc committee;
 3. Remaining ad hoc committee members should be from the geographic area of the Citizen Advisory Board, but need not be members or alternates of the advisory board; and
 4. Reports from the ad hoc committee should be given to the Citizen Advisory Board at regular intervals during the Board's public meeting.
2. The Chair of the Citizen Advisory Board may also appoint, with the concurrence of the rest of the advisory board, the Chair of standing or ad hoc committees.

ARTICLE 11

Amendments

1. Amendments to the standard bylaws may be recommended by a Citizen Advisory Board to cover unique issues or concerns in the Board's geographic area of responsibility. These amendments shall be limited in scope and specialized to respond to the specific issue or concern. Proposed amendments to the standard bylaws shall be discussed as an agenda item by the Citizen Advisory Board during at least one public meeting. Issues, concerns and any appropriate recommendations from the public meeting will accompany the proposed amendment request.
2. Amendments to these bylaws do not take effect until approved by the Washoe County Commission. Proposed amendment requests will be submitted by the Citizen Advisory Board to the Washoe County Commission for approval.